DEPARTMENTS OF THE ARMY AND THE AIR FORCE
NATIONAL GUARD BUREAU
1411 JEFFERSON DAVIS HIGHWAY
ARLINGTON, VA 22202-3231

NGB-EO

10 March 2004

MEMORANDUM FOR THE ADJUTANTS GENERAL OF ALL STATES, PUERTO RICO, THE U.S. VIRGIN ISLANDS, GUAM, AND THE COMMANDING GENERAL OF THE DISTRICT OF COLUMBIA

SUBJECT: The CMSgt Benito Saucedo, Jr. Meritorious Service Award

1. The 2004 NGB EO/EEO Training Conference will be held 10-14 May 2004 at the Royal Sonesta Hotel New Orleans in New Orleans, Louisiana. Our Training Conference theme is " Equal Opportunity...the *RIGHT* thing to DO!" During the Benito Saucedo Awards banquet the NGB-EO will recognize the SEEM of the year. This award is presented to the SEEM who has distinguished him or herself through their contributions in promoting equal opportunity and diversity initiatives in the National Guard and their local community.

2. A panel of senior equal opportunity specialists, designated by the Director, NGB-EO will review and evaluate the nominations and select the Benito Saucedo SEEM of the year winner from the packets submitted.

3. The nomination packets are based on the following criteria:

a. Identify the significant contributions the SEEM has made in the equal opportunity program that has directly impacted the organizational readiness.

b. Identify the significant contributions the SEEM has made in designing and/or implementing in the following: The State Equal Opportunity/Equal Employment Opportunity Program, Affirmative Employment/Special Emphasis Programs initiatives, and discrimination complaints management.

c. Identify the significant contributions the SEEM has made in fostering positive leadership relationships within the chain of command and community partnership.

d. Supporting the advancement of fairness, equality, dignity and respect for the soldiers/airmen, family members and civilian employees of their state.

e. Fostering an innovative and harmonic environment between the state National Guard and the local civilian community.

f. Assisting the work force in overcoming discrimination and eliminating barriers that hinder equal opportunity for all minorities and women in the National Guard.

g. Promoting the tenets of civil/human rights, race relations, equal Opportunity, affirmative action, human relations, and public service programs within Armed Forces.

h. Assisting senior leaders to participate in program activities that will benefit the career development of military members.

i. Developing/supporting training opportunities that will support and contribute to the advancement of a diverse workforce within the National Guard.

j. Encouraging leaders to promote Diversity/EEO program activities that advocate equal opportunity for members of the National Guard.

4. The nomination package should be prepared in the following format:

a. Page 1. Cover or transmittal memorandum.

b. TAB 1. CMSgt. Benito Saucedo, Jr. Meritorious Service award Nomination Form (enclosed below).

c. TAB 2. A typewritten, single-spaced narrative (not to exceed two pages) describing the nominee's accomplishments, which support the CMSgt. Benito Saucedo, Jr. Meritorious Service award criteria.

d. TAB 3. A digital or paper black-and-white or color photograph (head and shoulders) of the nominee.

5. The nomination package should be sent to Chief, National Guard Bureau, NGB-EO, ATTN: Ms. Mary Odom, 1411 Jefferson Davis Highway, Arlington, VA 22202-3231 or email in Microsoft Word or PDF format to odomm@ngb.ang.af.mil NLT April 23, 2004.

6. The point of contact for this action is Ms. Mary Odom at DSN 327-0779 or (703)607-0779 and Ms. Phyllis Brantley at DSN 327-0782 or (703)607-0782.

Encl

FELTON PAGE
Director, Office Equal Opportunity and
Civil Rights
National Guard Bureau

CF:
HROs
SEEMs

CMSgt Benito Saucedo, Jr. Meritorious Service Award Nomination Form

Name of the Nominee: _____

Rank & Grade Level: _____

Name of State: _____

Mailing Address: _____

Work Phone Number: _____

Name of individual preparing this nomination: _____

Rank & Grade:

_____

Work phone number: _____

Work Fax Number: _____

Mailing Address: _____

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